



## **Licensing Compliance Auditor 3 Vehicle Services Olympia, Washington**

**Starting Compensation \$2,864 – \$3,663/mo (DOQ)**

**Closing Date: March 3, 2006 (5:00 p.m.)**

### **Mission & Vision**

The Department of Licensing (DOL) is an agency that protects the public safety and welfare in all areas we license and regulate, and ensures the fair, timely and efficient collection of state revenue. We are surprisingly innovative, setting new standards of excellence in customer service, consumer protection and public safety. Nearly every Washington State resident interacts with DOL in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The Department of Licensing employs more than 1,200 people in over 60 locations statewide. To learn more about our agency, please visit our website at [www.dol.wa.gov](http://www.dol.wa.gov).

### **Position Objectives & Responsibilities**

This position supervises, plans, and directs the work of Licensing Compliance Auditor staff and the day-to-day activities relating to the Financial Audit Services (FAS) Unit. Responsible for hiring new staff, conducting performance evaluations, and taking corrective action as needed. Reviews, analyzes, and evaluates Licensing Compliance Auditor work to ensure uniform application and compliance of prorate and fuel tax statutes, WAC's, and policies and procedures. Interprets and applies provisions of new and revised laws, rules, and regulations. Provides training to staff and provides technical/research assistance to staff and management; works more complex and problem accounts. Assists with the establishment of new processes and written procedures; updates and keeps internal operating procedures current.

Audits fuel tax returns and refund claims to ensure validity and accuracy of credits claimed. Recommends approval or denial of refunds requested by prorate and fuel tax units. Performs specialized and complex tax accounting and internal audit/assessments of fuel tax records to determine proper tax liability for multiple fuel accounts by tax type. Issues legal collection documents such as Notice of Assessments, Deficiency Assessments, Bad Debt Loss Assessments and Miscellaneous Assessments. Performs desk audits to resolve Fuel Tax discrepancies.

### **Desired Competencies**

- A Bachelor's degree involving a major study in business or closely allied field  
OR
- An Associate's degree in accounting/completion of an accredited vocational training program in accounting and one year experience in accounting or auditing  
OR
- Four years of accounting or auditing experience  
AND
- Ability to work as a team member to promote excellence in customer service and promote the agency mission and vision.
- \*Ability to effectively communicate with a diverse clientele, internal and external to DOL.
- \*Proven ability to handle confidential information accordingly.
- \*Ability to supervise and plan the work of staff.
- \*Ability to interpret and apply fuel tax laws, regulations, rules, policies and procedures.
- \*Knowledge of fuel tax laws and procedures.
- \*Knowledge of computer programs such as Microsoft Word, Excel and Access.
- \*Willingness and ability to work with people of diversity.
- \*Willingness and ability to work independently.
- \*Willingness and ability to work with hostile customers.

## Compensation

This position is in general government service. Starting monthly compensation is \$2,864 – \$3,663 depending upon qualifications. We offer a solid benefits package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage. This position is in a collective bargaining unit and as a condition of employment you will be required to become a union member or pay a fee as outlined in the Master Agreement.

## Application Procedure

Submit all materials to: [HRrecruit@dol.wa.gov](mailto:HRrecruit@dol.wa.gov) Please indicate in the subject line of your e-mail correspondence: 06-29G – LCA3.

- A letter of application (no more than two pages) describing how your knowledge, skills, and abilities relate to the required and desired criteria outlined in this recruitment announcement.
- A completed Washington State Application Form.
- A list of three professional references, with current telephone numbers; and
- How you became aware of this recruitment.

Prior to any new appointment into DOL, a background check will be conducted.

NOTE: The certified candidate pool for this position may be used to fill other similar positions for up to 6 months after the certification date.

## **E-MAIL will be the primary method of communication during this recruitment.**

Hard copy materials may also be submitted.  
Or mail to:

Human Resources Office  
**Attn: 06-29G LCA3**  
Department of Licensing  
PO Box 6007  
Olympia, Washington 98507-6007

The State of Washington actively supports diversity in the workplace and is an equal opportunity employer.

Persons with a disability who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.